



## **KG COLLEGE OF ARTS AND SCIENCE**

**Affiliated to Bharathiar University**

**Accredited by NAAC**

**ISO 9001:2015 Certified Institution**

**KGiSL Campus, Coimbatore - 35**

### **Internal Quality Assurance Cell (IQAC)**

#### **Policy for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms**

The college ensures optimal allocation and utilization of the available financial resources for maintenance and upkeep of different facilities by raising tickets (the system followed in our KGiSL group) to the facilities department.

#### **Laboratory**

1. Stock register is maintained in the departments for the incoming and outgoing of systems, equipment and chemicals. The request for new requirements, if any, are received from departments concerned for making new purchases before the commencement of every semester.
2. Record of maintenance is maintained by lab technicians and supervised by HODs of the concerned departments. Other measures to maintain laboratories are as follows:
  - The calibration, repairing and maintenance of sophisticated lab equipment are done by the technicians.
  - Computer maintenance through AMC is done regularly and non-repairable systems are disposed off, annually.
  - The microscopes used for biological experiments by the Biotechnology Department is annually cleaned and maintained by the department and record of maintenance is maintained by lab technicians and supervised by HoDs.
  - There is a systematic disposal of waste of all types such as bio-degradable chemical/chemical and e-waste.

#### **Library**

The books and research journal requirements are received from the Heads of concerned departments and the finalized list duly signed by the Principal and approved by the management.

- Students are motivated to register themselves to e-resource facility available in library.
- To ensure prompt return of books, days are given for use of books for both teacher and the student.
- No dues from the library is mandatory for students before appearing in exam.
- The proper account of visitors on daily basis is maintained.

- Other issues such as clearing of old titles, schedule of issue/ return of books etc. are chalked out / resolved by the library committee.

### **Sports**

The college has a large ground which has a separate court for Cricket, Kabbadi, Volley ball, Basketball, Kho-Kho and other sports activities. Sports, games and athletics is facilitated by The Physical Directors.

### **Classrooms**

Maintenance and upkeep of infrastructure is done by the facilities department of KGiSL group. At the departmental level, HoDs submit their furniture requirements to the Principal and the same is sent to Management for approval. The college development fund is utilized for maintenance and minor repair of furniture and other electrical equipment.

- With the help of the sophisticated facilities department members cleanliness of class rooms is maintained. They are well equipped with modern tools of cleaning such as mops, gloves and vacuum cleaner.
- A complaint register is maintained in the office in which students as well as faculty can register their problems which are resolved within a set timeframe.
- Students are well informed regarding cleanliness and motivated for energy conservation by careful use of electricity in classrooms.
- There are technicians, masons, plumbers, carpenters deputed by management who ensure the maintenance of classrooms and related infrastructure.

